

PRIVACY POLICY

DiCOMo S.r.l. is constantly committed to respecting the privacy of individuals with whom it comes into contact, in accordance with the provisions of Regulation (EU) no. 679/2016 ("GDPR") and the national privacy legislation (Legislative Decree no. 196/2003 and subsequent amendments and additions) ("Privacy Code").

Pursuant to Articles 13 and 14 of the GDPR, below we provide you with some information necessary to illustrate how we will use and process the personal data you will provide us directly or which we will acquire from your company during our commercial relationship (hereinafter the "**Personal Data**" or "**Data**").

Please note that this Policy applies to the Personal Data of individuals and sole proprietorship companies that are our customers, as well as to Personal Data of the employees of the companies that purchase or may purchase our products.

1. DATA CONTROLLER

The Data Controller is DiCOMo S.r.l. (with head offices in Cernobbio (CO), Via V Giornate n. 4 (hereinafter "**DiCOMo**" or "**We**" which is responsible for the legitimate and correct processing of Your Data.

2. PERSONAL DATA PROCESSED

The Personal Data we will process include:

- (a) all the Personal Data (such as identifying data, date of birth, contact data - e.g. e-mail, address, telephone number, company you work for, business role, tax code, VAT number) that you will provide us or we will acquire during the negotiation, conclusion and/or execution of the commercial relationship that we will establish with you or with the company you work for.

3. PURPOSE AND LEGAL BASIS OF THE PROCESSING

(a) The Data referred to in paragraph 2 (a) above will be processed:

- i) to allow us to give the commercial relationship established with you or your company a full and proper execution or to take steps at your request prior to entering into a contract, for example in order to send you offers / quotations, to create and subsequently manage the customer details within our management system, to carry out pre and after-sales assistance, to invoice and obtain the payment of any amounts due as well as to manage business trips in which you are involved (if any).

The **legal basis** for the processing of your Data for the purpose under *i)* is represented by the need to **give execution to the commercial relationship** between us, or between DiCOMo and the company you work for, or to take steps **prior to entering into a commercial relationship**, pursuant to Article 6.1 letter b) of the GDPR.

- ii) to comply with DiCOMo's legal obligations under civil, tax and accounting rules (including the obligation to keep accounting records).

The **legal basis** for the processing of Your Data for the purpose under *ii)* is represented by the **need to comply with a legal** obligation to which the Data controller is subject, pursuant to Article 6.1 letter c) of the GDPR.

(b) Your Data will be processed for the following additional purpose:

- i) to ascertain, exercise or defend our rights in court, and to receive tax, legal or notary assistance.

The **legal basis** for the processing of your Data for the purpose under (b) i) is represented by our **legitimate interest** in exercising or defending our rights in court (pursuant to Article 6.1 letter f) of the GDPR), which we believe is not overridden by any of your rights, interests or fundamental freedoms.

4. DATA RECIPIENTS - DATA TRANSFERS TO THIRD COUNTRIES/INTERNATIONAL ORGANISATIONS

a) CIRCULATION OF THE PERSONAL DATA

As part of the Data processing for the purposes referred to in paragraph 3 above, your Personal Data may be disclosed or otherwise made accessible to third parties belonging to the following categories:

- DiCOmo's agents;
- IT management/maintenance service providers of corporate information systems where the Data will be stored, including system administrators;
- Auditing firm;
- legal, tax and notary advisors;
- transport companies (shippers, carriers) and car rental services with or without drivers, hotels.

Where necessary, we will appoint our third parties as our Processors pursuant to Article 28 of the GDPR.

Upon request addressed to us through the contact details specified in paragraph 7 below, we will inform You of the third parties to which Your Data have been disclosed.

Within our company organisation, Your Data will be disclosed and processed by employees belonging to Sales and Finance departments as well as by the Sole Administrator and by the other company departments involved in the processing activities. Your Data will be also accessed by the IT department. We will duly authorise and instruct these parties with regard to the processing pursuant to Article 29 of the GDPR.

Your Data will not be transferred to third countries outside the EEA nor to International organisations.

5. DATA RETENTION PERIOD

(i) On a general note, Personal Data processed for the purposes referred to in paragraphs 3(a)(i), 3(a)(ii) and 3(b)(i) above will be stored for as long as it is necessary to pursue the purposes for which they have been collected. Specifically, should a commercial relationship be entered into by and between you and DiCOmo or the latter and the company you work for, your Data will be processed for the entire duration of the relationship. At the end of such relationship, Your Data will be kept for a further ten years

to comply with the relevant authorities' inspections, current legal civil, tax and contracting obligations and to exercise or defend our rights in court.

Notwithstanding the above, in the event of a dispute, your Personal Data will be processed for as long as it will be necessary in relation to such dispute.

Once the above period expires, your Data will be erased.

6. MANDATORY OR OPTIONAL NATURE OF DATA PROVISION - CONSEQUENCES OF ANY REFUSAL

The provision of the Data for the purposes referred to in paragraph 3 above is necessary for the conclusion and the execution of our contractual relationship / in order to take steps at your request prior to entering into a contract; therefore, in case of your refusal, we cannot enter into such relationship or perform it, nor we can take the above steps.

7. DATA SUBJECT'S RIGHTS

Pursuant to Articles 13, paragraph 2, letters b), c) and d), 15, 16, 17, 18, 19, 20 and 21 of the GDPR, we inform you that :

- a) you have the right to request **access** to your Personal Data together with information on the processing purpose, category of data processed, subjects or categories of subjects to whom it has been or will be communicated (with indication if these subjects are located in third countries or are international organisations), whenever possible the storage period and/or the criteria used to determine such a period, the existence of your rights to correct and/or delete personal data, limit and object to the processing. You have the right to lodge a complaint with a supervisory authority, to know the origin of the Data, the existence of any automated decision-making and its logic. If you exercise this right you will receive an electronic copy of your data that are being processed unless you provide us with other instructions.
- b) You also have the right to obtain:
 - i. the **correction** of your Data, if they are incorrect or incomplete;
 - ii. the **erasure** of your Data, given one of the conditions set out in Article 17 of the GDPR (for example: your data are no longer necessary for the purposes they were collected, you decide to withdraw your consent to the processing - if this represents the legal basis - and there is no other legal basis for the processing, you object the processing and there is no other Data Controller's prevailing legitimate interests, your Data are unlawfully processed);
 - iii. the **restriction** of the processing of your Data 1) for the time necessary for DiCOMo to ascertain the accuracy of your data (if you objected), or 2) if the processing is unlawful and you request the restriction of related processing instead of the erasure of your Data, or 3) when DiCOMo no longer needs your Data but they are necessary for you to ascertain, exercise or defend a right in court, or, finally, 4) for the time necessary to assess the possible prevalence of the Data Controller's legitimate reasons with respect to yours, if you have objected to the processing of Your Data pursuant to point c) below;
 - iv. your Data in a structured, commonly used and readable by an automatic device, also in order to send the Data to another data controller if the

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processing is based on consent or on a contract and is carried out by automated means (so-called **data portability** right). If you are interested, you can ask DiCOMo to send your Data directly to the other data controller, if this will be technically feasible.

- c) you have the right to **object** to the processing of your data, if such processing is carried out pursuant to Article 6.1 letter e) (i.e. to perform a task carried out in the public interest or in the exercise of official authority vested in the Data Controller) or letter f) (i.e. to pursue a legitimate interest of the Data Controller) of the GDPR, unless there are legitimate reasons for the Data Controller to proceed with the processing, pursuant to Article 21 of the GDPR. With reference to the processing of your Data for marketing purposes, you have the right to object at any time to the said processing, by sending us a communication to the contact details specified below or by clicking "unsubscribe" at the bottom of each e-mail we will send you.
- d) If you are not satisfied with the processing of Your data, You may **lodge a complaint** with the Data Protection Authority following the procedures and instructions published on the official website of this Authority (www.garanteprivacy.it).
- e) Any correction or erasure of your Data or processing restrictions made upon Your request - unless this proves impossible or involves a disproportionate effort - will be **communicated by us to each of the recipients** to whom your Personal Data may have been transmitted in accordance with this policy.

The exercise of the previous rights is not subject to any form of constraint and is free of charge. We may only ask You to verify Your identity before taking further action upon Your request.

To exercise your rights, you can contact DiCOMo by sending a registered letter with return receipt to the contact details specified in point 1 above or by email writing to the following address: privacy@dicomo.it.

I've read and understood the privacy policy hereinabove:

Date _____

Signature _____